**APPLICATION FORM FOR ADMISSION TO**

**BENG CIVIL ENGINEERING (PART-TIME)**

**HIGHER LEVEL APPRENTICESHIP (HLA)**

**Before completing this application, please ensure that you have acquainted yourself with the requirements for entry which can be found at:** [**Entry Requirements**](https://www.qub.ac.uk/courses/undergraduate/2023/civil-engineering-higher-level-apprenticeship-subject-approval-beng/)

**Please complete referring to the notes on the back page.**

**Your completed application should be scanned and emailed to the Admissions and Access Service (****admissions.hla@qub.ac.uk****).**

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| **QUB School:** | NATURAL AND BUILT ENVIRONMENT |
| **QUB Course:** | BENG CIVIL ENGINEERING (PART-TIME) HIGHER LEVEL APPRENTICESHIP (HLA) |

**PERSONAL DETAILS**

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| **Last Name:** |  | **Previous Last Name:**  |  |
| **First Name:** |  | **Middle Name(s):**  |  |
| **Title:** |  | **Gender:**  |  |

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| **Correspondence Address:** | **Home Address (if different):** |
| **Address 1:** |  | **Address 1:** |  |
| **Address 2:** |  | **Address 2:** |  |
| **Address 3:** |  | **Address 3:** |  |
| **City:** |  | **City:** |  |
| **County:** |  | **County:** |  |
| **Postcode:** |  | **Postcode:** |  |
| **Phone:** |  | **Phone:** |  |

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| **Email:** |  | **Mobile:** |  |

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| **Date of Birth: (dd/mm/yyyy)** |  | **Country of Birth:** |  |
| **Nationality:** |  | **Country of Domicile:** |  |
| **Date of first residence in UK: (mm/yy)** |  | **Date of first residence in EU (RoI): (mm/yy)** |  |

**Previous Applications for admission to Queen’s University Belfast (if applicable)**

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| **Have you applied for full-time undergraduate study at Queen’s University Belfast, either in the current UCAS application cycle or in a previous cycle? (Please answer *YES* or *NO*.)** |  |
| **If you have answered *YES* to the above question, please provide your UCAS Personal ID number:** |  |

**Previous studies at Queen’s University (if applicable)**

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| **If you are or have been a student at Queen’s University Belfast, if possible, please state your student number.** |  |

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| **OFFICE USE ONLY** |
| **DECISION (and conditions, if any):** | **DATE:** | **DATE/TIME OF RECEIPT:** |
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**SCHOOL/COLLEGE EDUCATION - ATTENDANCE AND EXAMINATIONS AT SCHOOL/COLLEGE**

* Please include details of examinations already completed and still to be completed.
* For completed qualifications, please attach copies of certificates/transcripts.
* Where applicable, include an official translation into English.
* Use a continuation sheet, if necessary.

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| **School/College:** |  |  |  |
| **Dates of attendance:****(mm/yy - mm/yy)** |  |  |  |

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| **Date taken****(mm/yy)** | **Title of Examination****(eg GCSE, A-level, HNC, Foundation Degree)** | **Subject/Unit and Level (if appropriate)** | **Result or Grade** |
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**HIGHER EDUCATION - ATTENDANCE AND EXAMINATIONS AT QUEEN’S AND OTHER UNIVERSITIES, IF APPLICABLE**

* Please attach official transcripts for the courses you have completed, partially completed, or are currently taking, showing the grade obtained in each completed module.
* Where applicable, include an official translation into English.
* Use a continuation sheet, if necessary.

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| **University** |  |  |
| **Dates of attendance:****(mm/yy - mm/yy)** |  |  |
| **Degree Subject:** |  |  |

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| **Subject** | **Year** | **Result** |  | **Subject** | **Year** | **Result** |
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**EMPLOYER DETAILS**

At the time of application for the BEngCivil Engineering (part-time) HLA, applicants must have already secured remunerative employment. Please provide details of your employer below and attach a scanned copy of your letter from the employer detailing the offer of employment.

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| **Name:** |  |
| **Address 1:** |  |
| **Address 2:** |  |
| **Address 3:** |  |
| **City:** |  | **County:** |  | **Postcode:** |  |
| **Phone:** |  | **Email:** |  |
| **Start Date of Employment: (mm/yy)** |  |

**REFEREE**

Please provide the name and address of one referee, who should be associated with your school/college/university, and who should be familiar with your academic background.

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| **Referee Name:** |  | **Position:** |  |
| **Address 1:** |  |
| **Address 2:** |  |
| **Address 3:** |  |
| **City:** |  | **County:** |  | **Postcode:** |  |
| **Phone:** |  | **Email:** |  |

**DISABILITY/LONG TERM CONDITION/SPECIAL NEED** (Please refer to notes below.)

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| Do you have any disability or special needs? |  |
| If the answer is ***NO***, please insert code ***A*** in the box provided. |  |  |
| If the answer is ***YES***, please insert the appropriate code from the list below and give a brief description of your disability: |  |
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The University’s policy is to view applications from those who disclose a disability/long term condition on the same academic grounds as non-disabled applicants. An individual’s disability or long term condition will not influence the University’s decision to offer a place. It is essential, however, for the University to know about the degree of disability, long term condition or special need in advance so that it may offer advice on what facilities and support may be available. Applicants who receive an offer and have declared a serious disability, long term condition or special need are advised to contact Disability Services ([go.qub.ac.uk/ado-disability](https://www.qub.ac.uk/directorates/sgc/disability/ProspectiveCurrentStudents/ProspectiveStudents/)) as soon as possible regarding their disability.

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| **Disability / Special Needs Codes** |
| A | No disability |
| B | You have a social/communication impairment such as Asperger's syndrome/other autistic spectrum disorder |
| C | You are blind or have a serious visual impairment uncorrected by glasses |
| D | You are deaf or have a serious hearing impairment |
| E | You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease, or epilepsy |
| F | You have a mental health condition, such as depression, schizophrenia or anxiety disorder |
| G | You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D |
| H | You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches |
| I | You have a disability, impairment or medical condition that is not listed above |
| J | You have two or more impairments and/or disabling medical conditions |

**DATA PROTECTION**

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| In order to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) we will provide you with information about how we use, store and share your personal and sensitive data. In summary, the data collected is used as follows: 1. For the purposes of assessing your eligibility for admission as an undergraduate student and for funding (if applicable).
2. To contact your current and/or previous education provider(s) to ascertain exact marks achieved by you in your previous studies for the purposes of ranking your application in any competition(s) for funding (if applicable) at Queen’s University Belfast.
3. For other purposes as outlined in the Admissions and Access [Fair Processing Notice](https://www.qub.ac.uk/directorates/MRCI/admissions/FairProcessingNotice/) and in the [Student Privacy Notice](https://www.qub.ac.uk/privacynotice/Students/SchoolsPrivacyNotices/StudentPrivacyNotice.html) which you should read carefully.
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**DECLARATION**

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| I confirm that the information given on this form is true, complete and accurate and no information requested or other relevant information has been omitted. I accept that if any information is inaccurate or has been omitted, if I do not provide certificates/transcripts (if applicable) or if it is considered by the University that any work I have submitted in support of my application is not my own, the University reserves the right to cancel my application or withdraw an offer of a place (if applicable) and I shall have no claim against the University in relation thereto. |
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|  |  | Yes, I understand and accept the above statement |
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| If offered a place in due course I understand that, in accepting, I agree to abide by the [rules and regulations](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/RegulationsforStudents/) of the University. By signing the application form I confirm my agreement to this. |
| **Signature:** |  | **Date:** |  |

**NOTES**

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| 1 When completed, the form, together with the required supporting documents, should be scanned and emailed to the **Admissions and Access Service (****admissions.hla@qub.ac.uk****),** as soon as possible, and not later than the closing date indicated. (Please see point 3 below.)2 This application form should be accompanied by:* scanned copies of all qualification certificates/transcripts, as requested;
* a scanned copy of your letter from the employer detailing the offer of employment;
* a covering email may also be submitted.

3 **Time limited application** Applicants are advised to apply as early as possible and, ideally, not later than Friday 28 July 2023 at 4.00 pm. However, in the event that the BEngCivil Engineering (part-time) HLA receives a high number of applications, the University reserves the right to close applications earlier than advertised. When capacity is reached, eligible applicants will be placed on a waiting list and should places become available, you will be notified. In these circumstances it may be necessary to consider applications in date/time order of receipt. Applications received after the closing date will be regarded as late and will be considered only if vacancies exist when all applications received by the closing date have been processed.4 **Criminal Convictions** Once your place on the BEngCivil Engineering (part-time) HLA has been confirmed by Student Services and Systems, you will be required to contact Academic Affairs by email (appeals@qub.ac.uk) within two working days of confirmation that your place has been confirmed to declare if you are subject to specified criminal convictions, police investigations, bail conditions, court summons and/or court orders. Full details of the requirements for disclosure, along with details of the relevant offences, are set out in Regulation 5 of the [Regulations for Students](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/RegulationsforStudents/#d.en.717644).Further information is available in the [Undergraduate Admissions Policy](https://www.qub.ac.uk/directorates/MRCI/admissions/UndergraduateAdmissions/UndergraduateAdmissionsPolicy/). |

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